

The CURE

Contract User's Resource for Excellence

The "CURE" is a quarterly newsletter of the State Controller's Office

Volume 7, Issue 2

May 2001

News From The SCO

A State Controller's Office Update

By John Ivy, SCO

⇒ CCIT Meeting

The May CCIT Meeting will be held on Wednesday, May 16th from 9:00 a.m. to noon in Building 100 at Camp George West. This is the same location that has been used for the past few CCIT meetings.

For those of you not familiar with Camp George West, it is located just East of Golden on Old Golden Road. The address is 15055 So. Golden Road. A map was attached to the November 1999 issue of the CURE and can be found and printed from the SCO Website. If you have questions about the meeting or its location, please call the CCU.

An agenda for the upcoming meeting is included on the last page of this issue of the CURE.

⇒ New State Controller Policies

Two new SCO policies that will affect the way statutory violations, violations of CRS 24-30-202 (1) and/or (3), are addressed were recently adopted by the State Controller. Copies of these two new policies, one internal and one external, are attached to this issue of the CURE. Both new policies will be discussed in detail at the CCIT meeting.

In summary, the two new policies recognize the fact that some statutory violations are unavoidable, regardless of what state agency staff does or does not do. These types of statutory violations, defined as "Minor and Unintentional" will not normally require either the chief fiscal officer or the chief executive officer to be involved. The more serious "Major or Intentional" violations will be handled in much the same way as all statutory violations have been handled in the past. Please review these two policies and if you have questions contact a member of the CCU.

⇒ New Special Provision Drafts for Comment

Also attached to this issue of the CURE are two drafts of proposed new *Special Provisions*. One is specifically designed for use with Inter-Governmental contracts and the other is for use with all other state contracts. Please review these drafts and bring your comments to the CCIT meeting where these proposed new Special Provisions will be discussed.

Central Approvers Names and Numbers

NAME	PHONE #	FAX #
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General Support Services – Department of Personnel

State Controller's Office

Central Contract Unit:	Phone Number	Fax Number
Phil Holtmann	303-866-3809	303-866-3569
Robert (Bob) Bowers	303-866-3820	303-866-3569
Yvonne Anderson	303-866-2862	303-866-3569

Routing, Distribution and E-mail Updates:

Kevin Cruise	303-866-2127	303-866-3569
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Fiscal Rule Waivers and Statutory Violations:

John Ivy	303-866-3765	303-866-3569
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Human Resource Services

Personal Services Review Program:

Joi Simpson	303-866-5496	303-866-2458
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State Buildings and Real Estate Programs:

Carol Lieber (SBREP)	303-866-3158	303-894-7478
Donna Barr (REP)	303-866-4564	303-866-2201
Mike Karbach (REP)	303-866-4759	303-866-2201
Bob Marshall (REP)	303-866-2204	303-866-4367

State Purchasing:

Kay Kishline	303-866-6181	303-894-7444
Monica Rahman	303-866-6155	303-894-7440

Office of the Attorney General

David Kaye	303-866-5142	303-866-4139
Rod Wolthoff	303-866-5027	303-866-4139

NOTE: You may e-mail any of the above by using the following format: **firstname.lastname@state.co.us**

What's New at SPO?

An E-Procurement Update

By Tammy Railsback, SPO

The State Purchasing Office is currently involved in the implementation of the E-Procurement system. We are very excited about this dual state procurement solution. This was only the fourth state e-procurement system awarded nationally, and the first done cooperatively between two states, Colorado and Utah. There will be no appropriated funds used by either State to fund the system. The costs of system development, implementation, and operation will be recovered through a 1% fee paid by suppliers for orders placed on the system and a flat fee for awards using the solicitation module. Apart from one state that partially offset system development costs with state funds, this transaction fee is the lowest in the nation.

This system will give State users a single catalog system for requisitioning and ordering small purchases, such as office supplies, computers, and other commodities and services on state price agreements. Orders can be issued and acknowledged electronically. Procurement card account numbers can be used as the payment mechanism. The system will also provide robust reporting capabilities on statewide spending, a capability that does not currently exist. In addition to central loading by the State Purchasing Office of price agreement catalogs of Colorado vendors, individual agencies and institutions will have the capability to integrate catalogs of local vendors where the number of transactions makes an on-line ordering system attractive.

On March 29 and 30, NIC Commerce sponsored a Supplier Summit for twenty Colorado state price agreement vendors who are interested in participating in the pilot program. Fifteen of the companies have already signed a contract with NIC Commerce to get the process rolling that will eventually lead to loading their catalogs electronically into the CO/UT E-Procurement System so that the pilot agencies can begin ordering from them on July 23, 2001.

General Support Services (GSS), the Department of Labor and Employment, and the Department of Human Services will be the pilot agencies for the State of Colorado. The State Purchasing Office has also formed a super-user group of state agencies and higher education institutions, along with the pilot agencies, to review and validate the business rules and workflow of accounting and procurement processes that are developed by NIC Commerce. The agencies participating in the super-user group are the Department of Corrections, the Department of Transportation, Colorado State University, the Community Colleges of Colorado and the University of Colorado. The State Purchasing Office is also getting some local and municipal government agencies to review and validate the business rules and workflow capabilities as well. The State Purchasing Office will be working initially with the City/County of Denver, Jefferson County, RTD, Douglas County School District, and the Northern Colorado Water Conservation District, Arapahoe County, and the City of Thornton.

After the pilot, the State may elect a five year production term, with an additional five year term possible. If the production option is exercised, other executive departments and higher education institutions will be integrated into the system, and other State price agreement vendors will be enabled. A deployment plan will be developed late summer and early fall.

Note: **Tammy Railsback** is the newest member of the SPO. She has recently been hired as the procurement specialist.

E-MAIL ADDRESS CHANGES

To make sure you do not miss an issue of the CURE or other important state contract information be sure that you keep your e-mail address current by sending changes to Kevin in the SCO CCU at:

kevin.cruise@state.co.us

RELOCATION NOTICE!

Personal Services Review Program

By Joi Simpson, GSS/HRS

Effective Thursday, April 5, 2001, the Personal Services Review Program Administrator, Joi Simpson moved her office to the first floor of the Centennial Building. Her new address is:

Joi Simpson, Personal Services Administrator
1313 Sherman Street, Suite 122
Denver, CO 80203.

This office relocation will have no effect on the way state contracts are routed. All state contracts will continue to be routed through the State Controller's Office. However, the **fax number** for purchase orders and requisitions has change to **303-866-2458**.

All current program processes still remain in effect. The **only** changes are the mailing address and fax number. If you have any questions please contact Joi directly at 303-866-5496.

HELP!

Please help the CCU staff improve state contracting by identifying topics for CURE articles or suggesting areas for training at the CCIT meetings.

Without your help and comments, the CCU has no way of determining what topics need to be addressed in detail or what training is needed by state agency staff. Please provide your suggestions to a member of the CCU to improve state contracting.

Key to CURE Abbreviations

Attorney General's Office	AGO
Central Approvers Task Force	CATF
Central Contract Unit	CCU
Colorado Contract Improvement Team	CCIT
Division of Finance and Procurement	DFP
General Support Services	GSS
State Buildings and Real Estate Programs	SBREP
State Controller's Office	SCO
State Purchasing Office	SPO

DRAFTS FOR COMMENT

Revised *Special Provisions*

By Phil Holtmann, SCO

The State Controller's Office in conjunction with **Rod Wolthoff** and **Jim Martin** of the Attorney General's Office has drafted two new *Special Provision* documents. The SCO and the Attorney General's Office are seeking comments from state agency and institution contracting staff or other interested parties on these documents.

There are two types of *Special Provisions*, one for inter-governmental contracts and the other for all other state contracts. The thought was that it would be easier for state agencies and institutions to have two separate documents, one for each type of vendor. The primary difference between these two sets of *Special Provisions* is that they contain different language for indemnification provision.

In addition to having two Special Provision documents, the following edits were made:

Several of the old provisions were deleted from the new drafts because these provisions are currently contained in the *General Terms and Conditions* used in standard capital construction contracts.

The non-discrimination provision was simplified and now contains the same language as state purchase orders.

The independent contractor clause was added to the *Special Provisions*.

In addition, the signature page has been completely revised to make it easier for vendors to understand what information is required and when a contract is valid. A date line has been added to the State Controller's signature block to resolve the issue of when a contract is effective and Special Provision #1 has been repeated above the State Controller's signature block to again remind contractors that the state contract is not valid until it is signed by the State Controller or delegate. Hopefully, this will eliminate some of the statutory violations that are being addressed because of the confusion on the part of contractors dealing with the State.

Please review these documents and bring your comments to the CCIT meeting or send your comments to the SCO CCU by Friday, May 25th.

**General Support Services
Division of Finance and Procurement
Office of the State Controller
State Contracting Unit
1525 Sherman Street, Suite 250
Denver, CO 80203
Phone: 303-866-3281
Fax: 303-866-3569**



CCIT Meeting AGENDA



CCIT Meeting

Wednesday, May 16, 2001
Camp George West – Golden, Colorado – Building 100

Agenda

9:00-9:05	Welcome	Robert Bowers
9:05-9:35	SCAT Sub-committee Reports	SCAT Members
9:35-10:05	Personal Services Update	Joi Simpson
10:05-10:10	Year End Lease Crunch	Mike Karbach
10:10-10:25	BREAK	All CCIT Members
10:25-10:50	New Special Provision Drafts	Rod Wolthoff
10:50-11:20	New SCO Policies	Robert Bowers
11:20-11:30	Questions	Robert Bowers

On the World Wide Web at :

www.sco.state.co.us/

**CONTRACT PROCEDURES AND MANAGEMENT
MANUAL
[contract/contract.htm](http://www.sco.state.co.us/contract/contract.htm)**

**PERSONAL SERVICES REVIEW PROGRAM
AND RELATED FORMS
[private/private.htm](http://www.sco.state.co.us/private/private.htm)**

**CURE
[cure/cure.htm](http://www.sco.state.co.us/cure/cure.htm)**